REPORT ON THE ADMINISTRATION

OF

THE STATIONERY DEPARTMENT

FOR THE OFFICIAL YEAR

1876-77.

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REPORT

ON THE

ADMINISTRATION OF THE STATIONERY DEPARTMENT

For the Official Year 1876-77.

STATIONERY.

C. T. BUCKLAND, ESQ.

I.—PRELIMINARY.

THE following report is submitted of the operations of the Stationery Department during the year 1876-77, accompanied by the usual detailed statements, which, on account of their great bulk, it has been thought unnecessary to print. The statements consist of a long and uninteresting array of figures, which offer but few points for observation and review. The most important are those which relate to the receipt and issue of stationery. The expanding nature of these transactions is a prominent feature in the operations of the past year. The figures, except as regards the issues to officers under the Government of Bengal, are not within the control either of the Board of Revenue or of the Superintendent of Stationery. The indents on the stationery stores in England are regulated on a fixed plan, and include a year's consumption calculated on the average of the past two and a half years, after taking into account the stock in hand. But the indent is seldom sufficient; from various causes the submission of supplementary indents has become the rule rather than the exception. There is a tendency to increased consumption, which is likely to continue unless greater discretion is permitted to the Superintendent of Stationery in cutting down indents. The application of a strict scrutiny of indents, without exception, is the most effective method of reducing expenditure. The order of Government (No. 1671, dated 17th June 1874,) which requires the Superintendent of Stationery to comply without objection with indents from the officers subordinate to the Government of India and to remonstrate afterwards, through the local Government, if he is of opinion that the indent is excessive, places the latter Government in a very invidious position; and if the Superintendent cannot exercise some strict control over indents, the natural tendency to increase must be irrepressible. The subject was specially considered and discussed by the Special Committee appointed in 1864 to inquire into the working of the Stationery Office, and in the 15th and following paragraphs of the Committee's report, dated 25th March 1864, it was strongly recommended that the Superintendent of Stationery should exercise a real check over the expenditure of all stores issued by him.

II.—STATEMENT A.

Comparative Statement of the Outlay on Stationery during 1876-77, 1875-76, 1871-72, *and* 1861-62.

2. The expenditure incurred for articles of stationery of every description during the four years referred to is mentioned in this statement, both as regards local purchases as well as supplies from England. The total charges for each of these years are as follow:—

	Rs.
1861-62	327,295
1871-72	604,932
1875-76	947,237
1876-77	11,25,067

The increase last year over the outlay in the three previous years under comparison is 243, 85, and 18 per cent. respectively; in other words, the expenditure in 1876-77 is three and a half times the cost in 1861-62, nearly double what it was in 1871-72, and about one-sixth in excess of the outlay in 1875-76. The increase over the preceding year is chiefly in the case of the following articles:—Drawing paper, tracing paper, hand-made imperial, super royal, royal, medium, and demy papers, machine-made double foolscap, white and brown cartridge, and blotting papers, super royal, double royal, medium, demy, and foolscap printing papers, and water-marked paper for bills of exchange; also in all the articles from "plate printing canvas" to the end of the statement. The Superintendent of Stationery attributes this increase chiefly to the inclusion in his accounts for the first time, under the Government of India Financial Resolution No. 3722, of 30th September 1875 (enclosure to Government Order No. 3518, dated 19th October 1875), of the supplies received from England for the Surveyor-General, the Telegraph Department, and the Presses in the North-West Provinces, Lahore, and Jubbulpore, and to the arrival in 1876-77 of a large portion of the supply required for 1877-78.

III.—STATEMENT B.

Comparison of the Consumption of Stationery during 1876-77 *with* 1875-76.

3. This statement is a record of the total quantity of each description of stationery issued during 1876-77 and the preceding year from the Superintendent's stores. It gives no account of the several departments or officers to whom supplies were sent; the Superintendent, however, in his report has made mention of those departments whose requirements have unusually increased. The details given below have been extracted from the larger statement B, and show the articles in respect of which an increased consumption has chiefly occurred, with the explanations of the causes of the several increases offered by the Superintendent. Fractions of reams, yards, &c., are omitted.

Name of Article.	Consumption in 1875-76.	Consumption in 1876-77.	Remarks. Cause of increase.
Drawing double elephant	25 Reams	134 Reams	The increase in the consumption of these articles is due to the issues to the Surveyor-General having for the first time been included in the stationery accounts.
Ditto imperial	7 „	31 „	
Lithographic do.	.....	45 „	
Drawing royal	1 „	12 „	
Tracing cloth, 42"	1,084 yards	8,883 Yards	
Ditto, 30"	7,665 „	14,338 „	
Continuation paper	179 „	2,161 „	
Hand-made super royal, 54lb	13 Reams	151 Reams	The increase is attributed to the issues to the Presses in the North-Western Provinces and Lahore.
Printing ditto 36lb	20 „	870 „	
Ditto double ditto 52lb	103 „	260 „	
Ditto royal 20lb	697 „	2,752 „	
Ditto demy 24lb	462 „	1,625 „	
Ditto ditto 23lb	1,000 „	1,599 „	
Ditto ditto 18lb	4,339 „	8,678 „	
Ditto ditto 16lb	75 „	1,803 „	
Ditto ditto 13lb	.....	820 „	
Ditto double foolscap, 28lb	.....	1,385 „	
Cardboard	.....	1,008 Pieces	
Black printing ink, No. 2	1,101lb	2,053lb	

Name of Article.	Consumption in 1875-76.	Consumption in 1876-77.	Remarks. Cause of Increase.
Hand-made royal, 44lb	158 Reams	325 Reams	Supplies were sent to Surveyor-General and Government Press at Allahabad.
Ditto demy, 25lb	114 „	193 „	
Machine-made super royal, 54lb blue-laid	.....	42 „	
Machine-made medium, 34lb cream-wove	.....	85 „	
Machine-made demy, 25lb blue-laid ...	333 „	739 „	
Ditto ditto 25lb cream-wove	125 „	834 „	
Ditto double demy, 50lb cream-wove	162 „	462 „	
Machine-made folio post, 23lb blue-laid	.....	83 „	
Machine-made folio post, 20lb cream wove	5 „	148 „	The increased issues are owing to the larger demands of the Superintendent of Government Printing.
Brown cartridge royal, 30lb	112 „	267 „	
Printing super ditto 34lb	1,978 „	2,462 „	
Ditto double ditto 44lb	317 „	442 „	
Ditto ditto 32lb	.....	234 „	
Parchment, 41″ × 30″	22 Skins	55 Skins	
Ditto 35″ × 31″	6 „	65 „	
Ditto. 30″ × 24″	513½ „	979½ „	
Ditto 27″ × 23″	.....	48 „	
Ditto 20½″ × 16½″	1,832 „	2,501 „	
White leather, foolscap size	2,100 Pieces	2,248 Pieces	
Ditto demy „	750 „	1,350 „	
Ditto medium „	200 „	475 „	
Ditto royal „	225 „	375 „	
Machine-made foolscap, 15lb blue-laid	610 Reams	1,738 Reams	The increase is due to this paper having been used for writing purposes in lieu of 15lb cream-wove foolscap.
Hand-made medium, 34lb	1,407 „	2,034 „	This paper was required for forms by the Registration Department.
Machine-made imperial, 72lb blue-laid	54 „	96 „	The increase is due to the greater demands of the State Railways and Accounts Department.
White blotting, 32lb	298 „	876 „	The increase is due to the decreased consumption of pink blotting paper and to supplies sent to the colleges and schools in the North-Western Provinces and newly-created offices.
Printing double royal, 56lb	803 „	2,587 „	The increase is caused by the growing demands of the Printing Department.
Ditto foolscap, 24lb	17,002 „	19,983 „	
Ditto ditto 16lb	6,391 „	9,456 „	
Ditto ditto 13lb	20,068 „	20,352 „	
Candles	13,672lb	17,325lb	
Printing double demy, 44lb	83 „	284 „	Due to supplies sent to the Telegraph Department, which have not hitherto appeared in the Stationery books.
Cards, No. 1	6,921 No.	16,552 No.	Due to decrease in consumption of No. 2 cards.
Steel pen nibs, broad	199,918 No.	258,663 No.	Due to the receipt *ex* ship *Ganges* of 6,000 gross, which were damaged and unfit for use by corrosion.
Ditto medium	300,411 „	578,086 „	
Ditto fine	249,368 „	679,331 „	

4 A report ragarding the damaged steel pens was submitted to Government in the Board's letter No. 394B, of 27th May 1876, and inquiry ensued as to the cause of corrosion and what was to be done with the pens. It was ascertained that the injury was caused by some chemical action in the paste used in the manufacture of the paper boxes acting on the galvanized metal. The pens and some other articles which had also been spoiled by contact with them were eventually sold by public auction, and realized Rs. 1,429 after deducting sale commission. The invoiced value of the articles was £365.

5. The decrease shown in this statement is attributed chiefly to the articles lost in the *City of Edinburgh* having been credited in the accounts of 1875-76, and partly to some of the articles having been in less demand.

IV.—STATEMENT C.

Comparison of the Increase and Decrease in Local Purchases during 1876-77 *with the Average Rates of* 1875-76.

6. This statement shows the fluctuations in the prices of 1876-77 as compared with the average rates of the previous year. The total outlay on local purchases amounted to Rs. 83,635 in 1876-77, against Rs. 79,383 in 1875-76. The difference is too small for notice.

7. The statement shows decreased rates in the case of several articles; for instance, there was a reduction of about 25 per cent. in the price paid for royal size marble paper, 24 per cent. for overland envelopes (note size), 25 per cent. for black-ink powders, 20 per cent. for country sealing-wax, 33 per cent. for double-bladed penknives, and 50 per cent. for bronze paper-weights. On the other hand, an increased price of 71·9 per cent. was paid for cream-laid envelopes (note size), 159·3 per cent. for leather spring ink-stands, 33·8 per cent. for steel pen nibs (fine), and 33·3 per cent. for imperial size cardboard. No explanation has been offered of these variations, but the Board have ascertained that the difference is often owing to a difference in the quality or size of the article, *e.g.*, the spring inkstands purchased in 1876-77 were considerably larger than the previous year's purchases. It also makes a difference whether a large or a small quantity of the article is taken at one time.

V.—STATEMENT D.

Comparison of the Cost of Packing Charges with that of the previous year.

8. The number of packages and parcels despatched during the year was 7,576, against 5,378 in 1875-76; and the charges were Rs. 9,559-7-4, against Rs. 7,654-8-6, giving an increase of 2,198, or 40·8 per cent. in the number of packages, and of Rs. 1,904-14-10, or nearly 25 per cent. in the cost. Some portion of this increase is attributed to separate despatches being now made to Civil Surgeons and District Superintendents of Police, whose supplies were formerly sent with those of District Magistrates, and to the supply of separate indents from schools. Rs. 800 of the increase are debited to charges for packing cases. The Superintendent formerly made use of the boxes which came out from England for packing stationery, but he now finds these boxes more suited for containing forms, hence the increase in packing charges for stationery. The Superintendent appears to have begun the system of separate despatches to the officers mentioned in consequence of the new arrangements for the submission of consolidated indents, in which Civil Surgeons and Police District Superintendents are treated independently of District Magistrates. As regards Police officers there has been some misapprehension, at any rate as far as the arrangements for Bengal are concerned. In the classified list of heads of departments and subordinate officers, Police officers were placed under the Inspector-General of Police, but this has been changed. District Superintendents of Police are Assistants of the Magistrate, and as their offices are in the same building, the most suitable arrangement is to include their indents for stationery in the Magistrate's indents. Instructions on this point have been sent to the Superintendent of Stationery.

VI.—STATEMENT E.

Statement of Amount Realized by the Sale of Stationery during 1876-77.

9. The subjoined table gives the value of stationery purchased from the Stationery Office by public officers not entitled to free indent during 1876-77 and the previous two years :—

Year.	Value of stationery supplied.	Amount of commission.
	Rs. A. P.	Rs. A. P.
1874-75	11,718 1 9	585 14 6
1875-76	12,841 13 3	642 1 6
1876-77	16,637 15 0	831 14 5
Increase over 1875-76 ...	2,796 1 9	189 12 11

10. Out of the total amount of Rs. 17,469-13-5 in 1876-77, Rs. 8,359-9-9 were adjusted by transfer in the books of the Accountant-General of Bengal. The value of stationery supplied increased by Rs. 3,796-1-9, or 29·5 per cent., while the number of requisitions were more by 117 in 1876-77 than in 1875-76. The Board think that the free supply of stationery should not be continued to the Registration Department, which should be charged for its supplies in the same manner as the Road Cess, Wards, and other similar departments.

VII.—STATEMENT F.

Statement showing the Value of Stock, the Receipts and Issues, and the Total Charges from 1874-75 *to* 1876-77.

11. The value of the stock on 1st April 1876 was estimated at Rs. 4,75,924-9-5, and on 31st March 1877 at Rs. 3,74,114-9, showing a decrease of Rs. 1,01,810-0-5. There was an increase of Rs. 1,73,578-4-11, or 20 per cent., in the value of stores received from England during the year, and of Rs. 4,251-12-5, or 5·3 per cent., in the expenditure for local purchases. These increases have already been explained in paragraph 2 of this report.

12. The total charges of the year, including all local purchases and pay of establishments and contingencies, amounted to Rs. 12,93,598-2-8, against Rs. 12,26,470-11-11 in the previous year. The Superintendent of Stationery explains that the charges of 1875-76 included Rs. 1,94,737-12, the value of the supplies lost in the *City of Edinburgh*. The actual charges therefore were Rs. 10,31,732-15-11, against Rs. 12,93,598-2-8 during the year under review, being an excess of Rs. 2,61,865-2-9 for the latter year. This large increase in the expenditure is attributed partly to the increasing demands of the public service, but more especially to the special cause already mentioned.

VIII.—STATEMENT G.

Statement showing the Names of Officers in the Stationery Office who furnish Security.

13. The securities have been examined by the Superintendent, and are declared to be sufficient and valid.

IX.—STATEMENT H.

Statement of Articles Damaged during 1876-77, *and of the Amount Realized by their Sale.*

14. This statement is an account of the articles found damaged during the year, the value of which amounted to Rs. 4,190-0-5. The net losses on account of this damaged stock was Rs. 2,606-8, against Rs. 387-3-5 in 1875-76 But Rs. 2,373-4-9 of this large amount represents the loss sustained by Government on the shipment of the steel pen nibs referred to in paragraph 4 of this

report, which were received in a damaged state. The loss on the other articles shown in the statement is Rs. 233-3-3 only, which is less than the loss of the previous year.

X.—STATEMENT I.

Statement of the Amount Realized by the Sale of Packing Cases; Iron Hoops, &c., during 1876-77, *compared with the Sales of* 1875-76.

15. The sale proceeds of canvas coverings of bales, hoop iron, old packing cases, &c., amounted during the year to Rs. 2,295-15-6, against Rs. 2,597-14-6 in 1875-76. The larger proceeds of 1875-76 are said to be due to the sale in that year of a quantity of iron hoops of the stock of 1874-75.

XI.—MISCELLANEOUS.

16. During the year under review the Form Store Branch was retransferred from the Alipore Jail Press to the Stationery Office. This department has laboured under many disadvantages, owing chiefly to the inability of the Alipore Jail Press to execute with the required promptitude the orders for printing forms, which was the cause of several complaints of delay in complying with indents, and ultimately led to a block in the work, in consequence of which Government, in order No. 693, dated 6th March 1877, sanctioned a proposal that the Press attached to the Bengal Secretariat should assist in printing forms and working off the arrears. The Superintendent of Stationery reports that most valuable aid has been given him by Mr. Lewis, the Superintendent of the latter Press.

17. The question of the submission of consolidated indents by heads of departments with a view to impose a sufficient check on the expenditure of stationery stores was disposed of during the year. A report on the subject was submitted to Government in Board's letter No. 961B, of 18th December 1876, and the Board's action was approved of in Government order No. 359, of 5th February 1877. The plan is now in operation, but it will take some time to bring it into complete working order.

18. In accordance with the orders of the Government of India in Financial Resolution No. 2786, of 7th December 1875, the requirements of colleges and schools, as regards English stationery, were met during 1876-77 from the Stationery Office at Calcutta.

19. In May 1876 the Government of India inquired whether certain descriptions of paper manufactured in Calcutta could not be substituted for similar paper indented for from England, so as to reduce the cost of future indents on the Secretary of State for India. This inquiry has resulted in a direction to the Superintendent of Stationery to purchase 2,000 reams in all of different descriptions of paper manufactured at the Bally Paper Mills, and to report how it answers.

20. The work of the Stationery Department has greatly increased of late, and there are indications that the increase is likely to continue for some time. The increase is chiefly due to the Superintendent having, under the orders of Government, to receive and transmit all stationery required by the presses in the North-Western Provinces, Lahore, and Jubbulpore, to the issue of stationery to zillah colleges and schools, to the Land Registration Department, the State Railways and Irrigation Departments, and also to the new system of accounts introduced under the order of the Government of India received with Government order No. 3517, dated 19th october 1875. The Board are glad to notice that the additional demands upon his time and attention have at all times been cheerfully met by Mr. Roberts, the Superintendent.

By order of the Member in charge,

W. H. GRIMLEY,

Officiating Secretary.

(7)

No. 526*B.*

STATIONERY.

C. T. BUCKLAND, ESQ.

SUBMITTED to the Government of Bengal in the General Department.

By order of the Board of Revenue, L. P.,

W. H. GRIMLEY,

Officiating Secretary.

FORT WILLIAM,
The 25th July 1877.

1872

B. E.—Regr. No. 12199—31—25-8-77.